

Sole Source Procurement Instructions

Department: Fire

Date: 12/30/2025

Vendor: DroneSense

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

This is for the purchase of an NDAA compliant drone where \$25,000 is being covered by a DCJS grant. This drone is only sold by 3 companies in the US that we've found, and the only one that can package the warranty and streaming service that we use for the City UAS'

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

Only 3 companies in the US sell this drone, and this is the only company that can add the streaming service that we utilize.

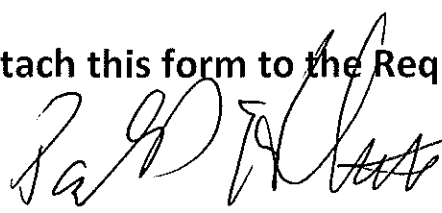
3. Explain why the price is considered reasonable.

All prices for the drone itself are comparable.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

We've reached out to all three companies for quotes. Attached is the sole source letter from the company.

Please attach this form to the Requisition and forward to Purchasing.

Signature: 

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